



To: Toronto Public Library Board – April 30, 2001

From: City Librarian

Subject: **Award of Tender - Heating, Ventilation, Air Conditioning Services for the Toronto Public Library**

Purpose:

To employ a contracted heating, ventilation, air conditioning (HVAC) firm to supply services for the Toronto Public Library (TPL), as per TPL's specifications. Awards of tender greater than \$250,000 require Board approval, as per approved TPL Purchasing Policy.

Funding Implications and Impact Statement:

All contracted HVAC services are provided within TPL Facilities Department's operating budget.

Recommendation:

It is recommended that the Toronto Public Library Board award a contract to the lowest bidder, Dunlis Mechanical Services Ltd., to supply contracted HVAC maintenance services for eighty-three (83) identified TPL locations, as per the Request for Proposal (RFP) for the *Supply of Comprehensive HVAC Maintenance Services for Toronto Public Library*.

Background:

Prior to amalgamation, contracted HVAC services were supplied to the seven (7) Library systems through various types of contracts/agreements. They were:

- *On Call*
An On Call agreement is the supply of services to repair equipment as required. This type of agreement does not provide any preventative maintenance, and all calls are subject to charges for parts and labour. There is a premium for after hours and weekend calls.
- *Preventative Maintenance*
This type of contract provides spring/fall start up/shut down of equipment and replacement of filters on a regular basis. Equipment is checked on a regular basis, and there are extra charges for all parts and labour. There is also a premium for after hours and weekends.
- *Comprehensive Maintenance*
This contract provides a complete preventative maintenance program, all repairs including parts and labour, and no additional charges for after hour and weekend calls.

It has been the experience of TPL staff that the Comprehensive Maintenance HVAC type contract provides the best dollar value and services in comparison to the other two types of service contracts, On Call and Preventative Maintenance. Within the Comprehensive Maintenance contract, there is an onus on the contractor to provide a high level of preventative maintenance; otherwise, the contractor is liable for all parts and labour replacement costs, and additional wages to contractor's technicians for after hours and weekends. This high level of preventative maintenance provides:

- Optimal running time of equipment with a minimum frequency of equipment down time which, in turn, provides a comfortable environment for patrons and staff.
- Extended equipment life reduces the impact on TPL's capital budget. The extension of the life of HVAC equipment reduces the frequency of replacement.
- A cleaner environment. An efficient preventative maintenance program will identify refrigerant leaks at a very early stage, and prevent harmful refrigerant gases escaping to the environment.

On June 14, 2000, an advertisement was placed in the Daily Commercial News to prequalify for Contracted HVAC Comprehensive Maintenance Services for TPL. Upon review of the bidders' submissions, seven (7) HVAC contractors were deemed qualified to meet the conditions and specifications of the Library's RFP. On January 19, 2001, RFPs were issued to the prequalified contractors. At 11:00 a.m. on March 1, 2001, quotes were received and opened, and the results were as follows:

Bidder	Price (Excluding GST)
➤ Dunlis Mechanical Services Ltd.	\$ 391,052.28
➤ Ainsworth Ltd.	\$ 400,567.00
➤ Comstock Canada	\$ 485,000.00
➤ Ontario Air Systems Limited	\$ 803,799.00
➤ Stannair Conditioning	\$ 974,869.00
➤ Servocraft Ltd.	No Bid
➤ Tri-Air Systems	No Bid

Comments:

Dunlis Mechanical Services Ltd. is known to TPL staff as a good HVAC service provider, has met all the requirements of the prequalification process, and has submitted the lowest bid to provide Comprehensive HVAC Maintenance Services for TPL.

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City Librarian

List of Attachments:

Not applicable.